

BUFFALO TRACE DISTRICT EARLY INTERVENTION COMMITTEE

September 15, 2005

The Buffalo Trace District Early Intervention Committee met at the Buffalo Trace Commonwealth Center Sept.15, 2005. The nine members present were Melisa Cantrell, Jane Fay, Kelly Case, Lorna Kaye Sapp, Pam Mattox, Dorothy Gibbs, Judy Toomey, Marilyn Heiert, and Teresa Covey.

Melisa Cantrell called the meeting to order and asked members to introduce themselves and state their positions. She welcomed Pam Mattox, a new PSC, who will be working with Fleming County.

Melisa read the minutes. Dorothy Gibbs made the motion to accept the minutes as presented. Teresa Covey seconded the motion. Motion carried.

Kelly Case was then asked to present her report. It was noted that referrals have increased since our last meeting. It was noted from the report an increase in Public Relations and Educational activities, which has resulted in the number of referrals. Kelly, Jane and Lorna Kaye have been visiting the Doctor's offices and Primary Care facilities to educate the personnel there about First Steps and how to make referrals. Kelly then gave an up date on Primary Service Coordinators.

Jane Fay then gave the staff report. Jane reported that all Special Education Directors received a list of all First Steps Children ready to enter preschool. Several members of the committee questioned the legality of releasing this information without parental consent. Jane informed the group that she has been told in Frankfort that it is not illegal, but a meeting was being held in Frankfort to address the issue. Another issue brought before the group by Judy Toomey was the fact it listed every child in the county, and some of these children attended Independent schools who received the same listing of every child.

Kelly Case stated she was uncomfortable releasing the First Steps lists to school systems because parents are told at the initial intake all the information is confidential, and will not be released.

Judy Toomey reported the federal law has been changed making it possible for the STI office to transfer records electronically without a signature release from parents, but the new school must request the records. Jane added that 100 % of the names in First Steps must be reported to the school system.

The State Performance Plan is due December 2, 2005. Buffalo Trace has the highest record of providing services. 93.4% receive services in a timely manner. Jane clarified that Northern Ky. University still offers the Masters Degree in IECE, but undergraduate classes have been put on hold.

Pam Maddox stated that authorization of First Steps to age 5 has been initiated but Kentucky has not yet acted on the reauthorization.

The Interagency agreement states that the Transition Committee must meet before Nov.15th. It was agreed that Greta Stanfield, as chairperson, will arrange the date.

The Family Fun Night is scheduled for October 15th. Kelly presented a flyer she had printed for notification of this event. She then reported of a meeting with Lorna Kaye Sapp and Donna Penrose discussing purchase procedures and surplus equipment disposal regulations as outlined in the contract. Judy Toomey advised the group to secure a surplus disposal form. This meeting also addressed the issue of who owns the First Steps records since the contract indicates ownership by the cabinet. It was established by discussion if an office moves the First Steps Records must move with that office to be kept for a period of five years. Parents must be notified if records are to be discarded. When a child reaches the age of eighteen he/she owns the records.

Melisa Cantrell stated she notifies the parents when she closes; using a standardized letter stating how long the record will be kept. Dorothy Gibbs explained the Health Dept. procedure for record disposal.

Old business discussed was raising awareness to generate referrals; Kelly Case and Jane Fay have worked hard visiting the Lewis Co., Tollesboro, and Fleming County Primary Care Centers. Kelly mentioned making Day Care Centers more aware of the Program. Dorothy mentioned taking a basket with treats such as muffins with brochures and promotional materials included.

Judy Toomey suggested attending a CASA training session to promote First Steps. Melissa said that she could ask Brie Bickley from CASA to be a guest speaker at our January meeting.

Budgeting was the next item of business. Melisa stated we have \$1000.00. We had previously approved \$500.00 of that amount for the Family Fun Day at "R" Pumpkin Farm. Judy Toomey made the motion to pay \$25.00 per meeting for parent representation. The motion was seconded by Pam Mattox.

The next meeting will be November 17th.